

AUTHORIZATION, AGREEMENT AND CERTIFICATION OF TRAINING			A. Agency, code agency subelement and submitting office number EP00		B. Request Status (Mark (X) one) <input type="checkbox"/> Resubmission Correction <input checked="" type="checkbox"/> Initial Cancellation	
Section A - TRAINEE INFORMATION Please read instructions on page 5 before completing this form.						
1. Applicant Name (Last, First, Middle Initial) PARKER, MICHELLE, E			2. Social Security Number/EHRI Employee Number XXX-XX-XXXX / 00031648		3. Date of Birth (yyyy-mm-dd) XXXX-XX-XX	
4. Home Address (Number, Street, City, State, ZIP Code) Parker, CO, 80134			5. Home Telephone (including Area Code)		6. Position Level (Mark (X) one only)	
7. Organization Mailing Address (Branch-Division/Office/Bureau/Agency) U.S. EPA 1595 Wynkoop Street Denver, CO, 802021129			8. Office Telephone (include Area Code and Extension)		9. Work Email Address parker.michelle@epa.gov	
10. Position Title HR Specialist (Employee & Labo		11. Does applicant need special accommodation? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, please describe below.				
12. Type of Appointment 10		13. Education Level (Click link to view codes or go to page 7) 10		14. Pay Plan GS		15. Series 0201
				16. Grade 13		17. Step 07
Section B - TRAINEE COURSE DATA						
1a. Name and Mailing Address of Training Vendor (No. Street, City, State, ZIP Code) Nicoletti Flater and Associates, 3595 South Teller Street, Suite 310, Lakewood CO 80235				1b. Location of Training Site (if same, mark box) <input type="checkbox"/> EPA Region 8, 1595 Wynkoop Street, Denver CO 80202		
1c. Vendor Telephone Number 303-989-1617				1d. Vendor Email Address ipsych46@aol.com		
2a. Course Title Workplace Violence Consultatio (4 hrs)		2b. Course Number Code N/A		3. Training Start Date (Enter Date as yyyy-mm-dd) 2013-01-13		4. Training End Date (Enter Date as yyyy-mm-dd) 2013-09-30
5. Training Duty Hours		6. Training Non-Duty Hours		7. Training Purpose Type (Click link to view codes or go to page 9) 03		8. Training Type Code (Click link to view codes or go to page 9) 01
9. Training Sub Type Code (Click link to view codes or go to page 9) 12		10. Training Delivery Type Code (Click link to view codes or go to page 12) 05		11. Training Designation Type Code (Click link to view codes or go to page 13) 05		12. Training Credit 04
13. Training Credit Type Code (Click link to view codes or go to page 13) 04		14. Training Accreditation Indicator Check Below <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A		15. Continued Service Agreement Required Indicator (Check Below) <input type="checkbox"/> Yes <input type="checkbox"/> No		16. Continued Service Agreement Expiration Date (Enter date as yyyy-mm-dd) 03
17. Training Source Type Code (Click link to view codes or go to page 13) 03				18. Training Objective Assist management in evaluating workplace violence		
				19. AGENCY USE ONLY 2013-01-11 12:01:26 PM		
Section C - COST AND BILLING INFORMATION						
1. Direct Costs and Appropriation / Fund Chargeable				2. Indirect Costs and Appropriation / Fund Chargeable		
Item	Amount	Appropriation / Fund		Item	Amount	Appropriation / Fund
a. Tuition and Fees	\$ (b)(4).00	See Below		a. Travel	\$	
b. Books & Materials				b. Per diem		
c. TOTAL	\$ (b)(4).00			c. TOTAL	\$	
3. Total Training Non-Government Contribution Cost 600.00				6. BILLING INSTRUCTIONS (Furnish invoice to): US ENVIRONMENTAL PROTECTION AGENCY RTP-FINANCE CENTER 4930 OLD PAGE ROAD (D143-02) RESEARCH TRIANGLE PARK, NC 27709		
4. Document / Purchasing Order / Requisition Number T1308GHR016						
5. 8 Digit Station Symbol (Example - 12-34-5678) 68014922						

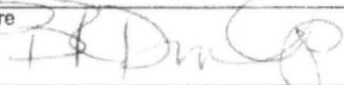
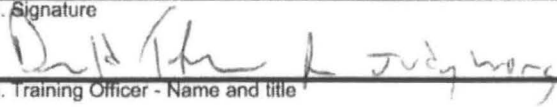

2013 T 08GI000 222GF2 2501
2013 2014 B 08GI000 222GF2 2501

(b)(4) ENTERED INTO IFMS
(b)(4)

JAN 16 2013
Funds Certifying Official

T1308GHR016

Section D - APPROVALS

1a. Immediate Supervisor - Name and title Dunlap, Bridget R. Supervisory Human Resource Spe	
1b. Area Code / Telephone Number 303 312-6106	1c. Email Address Dunlap.Bridget@epa.gov
1d. Signature 	1e. Date 1/14/2013
2a. Second-line Supervisor - Name and title Wong, Judith Asst Reg Admr/Tech & Mgmt Srvc	
2b. Area Code / Telephone Number	2c. Email Address wong.judith@epa.gov
2d. Signature 	2e. Date 1/14/2013
3a. Training Officer - Name and title Scholten, Karolina M Human Resources Specialist	
3b. Area Code / Telephone Number 303-312-6418	3c. Email Address scholten.karly@epa.gov
3d. Signature 	3e. Date 1/15/2013

Section E - APPROVALS / CONCURRENCE

1a. Authorizing Officer - Name and title	
1b. Area Code / Telephone Number	1c. Email Address
1d. Signature	1e. Date
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	

Section F - CERTIFICATION OF TRAINING COMPLETION AND EVALUATION

1a. Authorizing Officer - Name and title	
1b. Area Code / Telephone Number	1c. Email Address
1d. Signature	1e. Date

TRAINING FACILITY -- Bills should be sent to the office indicated in item C6. Please refer to the number given in item C4 to assure prompt payment.



Document Review

Compass Document: RQ-1308GHR016

01/16/13

Document Summary:

Doc Type: RQ

Doc No: 1308GHR016

External Doc No:

Commitment Date: 01/16/13

Closed Date:

Servicing Finance Office: 08

Original Amount: \$600.00

Available Amount: \$600.00

Description: Workplace Violence Consult Hours (4) - Parker

Extended Description:

Workplace Violence Consult Hours (4) - Parker

Document Details: **Expand**

Line#	Line Amt	Obligated Amt	Refunded Amt	Available Amt	BFY	Fund	Org	Program	Project	FOC	CostOrg	Comments	Extended Description
1	\$0.00	\$0.00		\$0.00	2013	T	08G1000	ZZZGF2	0800BM00	2501			
2	\$0.00	\$0.00		\$0.00	20132014	B	08Q1000	ZZZGF2	n/a	2501			

Document Activity:

[Warehouse Homepage](#)[EPA@Work Home](#) | [EPA Internet](#)http://V1742TRTA Y003.an.ad.epa.gov/neis/ifms_doc.resolve

This web page was last updated on 11/08/2012.

For issues, please contact: [EPA Call Center](#) - (866) 411-4372

ENTERED INTO IFMS

JAN 16 2013

[Signature]

Funds Certifying Official



Re: Consultation Request
jpsych46
to:
Michelle Parker
01/10/2013 10:58 AM
Hide Details
From: jpsych46@aol.com

To: Michelle Parker/R8/USEPA/US@EPA

Michelle,

I hope you are doing well. Yes, the cost is the same for threat assessments (\$(b)(4) hour) and training (\$(b)(4) hour). Send me the materials and I will review them for you. Thanks

John Nicoletti, Ph.D., ABPP
Board Certified Specialist in Police and Public Safety Psychology

-----Original Message-----

From: Parker.Michelle <Parker.Michelle@epamail.epa.gov>
To: jpsych46 <jpsych46@aol.com>
Cc: Dunlap.Bridget <Dunlap.Bridget@epamail.epa.gov>; Doris.Grace <Doris.Grace@epamail.epa.gov>
Sent: Fri, Jan 11, 2013 6:05 am
Subject: Consultation Request

Hello John,

Happy New Year!

The EPA is interested in sending you some documents to review and to conduct a threat assessment. At your recommendation, we would be interested in a telephone consultation following your review of the documents.

In the past, you have charged a fee of \$(b)(4) hour for an assessment/consultation. Is this your current rate? If not, please let me know your current rates for consultation and for training. You previously charged \$(b)(4) hour for training.

When I hear back from you, I will email several documents for your review/assessment. If you recommend a telephone consultation, we can set that up at that time.

Thanks,

Michelle Parker
Labor & Employee Relations Officer | EPA Region 8
303.312.6139 | parker.michelle@epa.gov

Fw: Please Approve

Karly Scholten to: Michelle Parker
Cc: Nobuko Hattori

01/10/2013 10:26 AM

Karly Scholten
Human Resource Department
U.S. Environmental Protection Agency/Region 8
1595 Wynkoop Street (8TMS-H)
Denver, CO 80202
303-312-6418 Phone
303-312-6370 Fax

----- Forwarded by Karly Scholten/R8/USEPA/US on 01/10/2013 10:25 AM -----

From: Bridget Dunlap/R8/USEPA/US
To: Karly Scholten/R8/USEPA/US@EPA
Date: 01/10/2013 10:23 AM
Subject: Re: Please Approve

I approve. Thanks!

Bridget R. Dunlap
Director, Human Resources Program
EPA Region 8 (8TMS-H)
1595 Wynkoop Street
Denver, CO 80202
Phone: 303-312-6106
Fax: 303-312-6370
Blackberry: 720-272-2988

Karly Scholten

Bridget, Please approve \$600 funding increase f...

01/10/2013 09:44:19 AM

From: Karly Scholten/R8/USEPA/US
To: Bridget Dunlap/R8/USEPA/US@EPA,
Date: 01/10/2013 09:44 AM
Subject: Please Approve

Bridget,

Please approve \$(b)(4) funding increase for the Nicoletti consultation contract. Michelle uses this contract for consultations on workplace violence. \$(b)(4) buys us 4 hours

Thanks,

Karly Scholten
Human Resource Department
U.S. Environmental Protection Agency/Region 8
1595 Wynkoop Street (8TMS-H)
Denver, CO 80202
303-312-6418 Phone
303-312-6370 Fax



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY

REGION 8
1595 Wynkoop
DENVER, CO 80202
<http://www.epa.gov/region08>

January 17, 2013

Nicoletti Flater and Associates
3595 South Teller Street, Suite 310
Lakewood, CO 80235

Enclosed is an Environmental Protection Agency training contract, which authorizes the following employee(s):

Michelle Parker

to attend: **Workplace Violence Consultation (4 Hours)**
on these date(s): **January 13 – September 30, 2013**

Please send your invoice to:

US Environmental Protection Agency
RTP-Finance Center
4930 Old Page Road (D143-02)
Research Triangle Park, NC 27709

Please reflect this tracking number on your invoice: **T1308GHR016**

To be certain that payment is not delayed, please be sure that the information on your invoice matches that in Block 1a of our training contract. You must include your federal TIN and the EPA employee's name on your invoice. As we are only authorized to make payments after services have been rendered, please mail your invoice after the completion of the event or course. If you have any questions or concerns, I can be reached at (303) 312-6418. It is a pleasure to do business with you.

Regards,

A handwritten signature in black ink, appearing to read "Karly Scholten".

Karly Scholten
Regional Training Officer



Fw: T1308GHR016
Nobuko Hattori to: jpsych46
Cc: Michelle Parker

01/24/2013 09:39 AM

Hi John,

Attached is a letter with billing information and our order #T1308GHR016 authorizing 4 hours of "Workplace Violence Consultation". If you need additional information, please contact me.

Thank you,
Nobe Hattori
Region 8 Training Assistant
U.S. Environmental Protection Agency
1595 Wynkoop (8TMS-H)
Denver, CO 80202
Office (303) 312-6303
Fax (303) 312-6370

----- Forwarded by Nobuko Hattori/R8/USEPA/US on 01/24/2013 09:37 AM -----

From: Mail R8Printer/R8/USEPA/US@EPA
To: Nobuko Hattori/R8/USEPA/US@EPA
Date: 01/24/2013 09:26 AM
Subject: T1308GHR016

Please open the attached document. This document was digitally sent to you



using an HP Digital Sending device. Document.pdf



AUTOMATED REPLY: Your email to RTPReceiving has been delivered. A copy is enclosed. Please be advised that any correspondence received after 4:00pm Eastern Standard Time will be processed on the next business day.

RTPReceiving to: Nobuko Hattori
Please respond to DO NOT REPLY

01/24/2013 10:00 AM

Nobe Hattori
Region 8 Training Assistant
U.S. Environmental Protection Agency
1595 Wynkoop (8TMS-H)
Denver, CO 80202
Office (303) 312-6303
Fax (303) 312-6370

----- Forwarded by Nobuko Hattori/R8/USEPA/US on 01/24/2013 09:39 AM -----

From: Mail R8Printer/R8/USEPA/US@EPA
To: Nobuko Hattori/R8/USEPA/US@EPA
Date: 01/24/2013 09:27 AM
Subject: T1308GHR016

Please open the attached document. This document was digitally sent to you



using an HP Digital Sending device. Document.pdf

[attachment "Document.pdf"]

Approval of Training - T1308GHR016
Nobuko Hattori to: Michelle Parker
Sent by: Nobuko Hattori

01/24/2013 09:42 AM

A copy of your approved SF-182 training agreement is attached.

This is to notify you that your training to attend:

Workplace Violence Consultation
January 13 - September 30, 2013

has been approved. The training request number assigned is T1308GHR016. To ensure that your registration was received by the vendor, please contact them to confirm your enrollment. It is imperative that you maintain a training file with all approved SF 182 forms as documentation of the training you have taken. Should you have any questions, please contact Karly Scholten at 312-6418.



Regards,

T1308GHR016,Parker,Michelle.pdf

Karly Scholten
Human Resources Training Officer

Hattori, Nobuko

From: RTPReceiving@epa.gov
Sent: Thursday, March 28, 2013 2:50 PM
To: Hattori, Nobuko
Subject: AUTOMATED REPLY: Your email to RTPReceiving has been delivered. A copy is enclosed. Please be advised that any correspondence received after 4:00pm Eastern Standard Time will be processed on the next business day.

I certify that services have been received. Please pay the attached invoice.

Thank you,
Nobe Hattori
Region 8 Training Assistant
U.S. Environmental Protection Agency
1595 Wynkoop St. (8TMS-HR)
Denver, CO 80202
Office: (303) 312-6303
Fax: (303) 312-6370

-----Original Message-----

From: Scan to Email from 3174MR [<mailto:r8printer.mail@epa.gov>]
Sent: Thursday, March 28, 2013 2:30 PM
To: Hattori, Nobuko
Subject: Invoice for T1308GHR016

Please open the attached document. This document was digitally sent to you using an HP Digital Sending device.

(See attached file: Document.pdf)

[attachment "Document.pdf"]

NICOLETTI-FLATER ASSOCIATES, PLLP

3595 So. Teller Street

Suite 310

Lakewood, CO 80235

Phone: 303-989-1617 Fax: 303-985-3133

We Accept Master Card & Visa

Account #

Exp. Date

Signature

Amount

Date

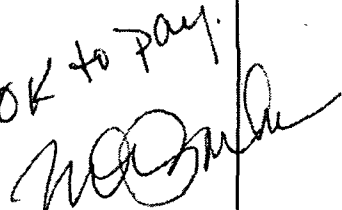
FEIN 84-0727812

RE: Order # T1308GHR016

Nobe Hattori
 Region 8 Training Assistant
 U.S. Environmental Protection Agency
 1595 Wynkoop (8TMS-H)
 Denver, CO 80202

DATE

March 5, 2013

DATE	ACTIVITY				QTY/HRS	RATE	AMOUNT
01/14/13	Document Review / Phone Consultation				2	\$(b)(4)00	\$(b)(4)00
OK to pay. 							
CURRENT	1-30 DAYS PAST DUE	31-60 DAYS PAST DUE	61-90 DAYS PAST DUE	OVER 90 DAYS PAST DUE	AMOUNT DUE		
					\$(b)(4)00		

If you have any questions regarding this billing, please contact Lottie Flater at 303-989-1617.

NICOLETTI-FLATER ASSOCIATES, PLLP

FAX COVER SHEET

DATE OF TRANSMISSION: March 5, 2013

TO: Karly Scholten

COMPANY: U.S. ENVIRONMENTAL PROTECTION AGENCY

FAX NUMBER: 303-312-6370

TELEPHONE NUMBER: 303-312-6418

FROM: Betty Crowell, Officer Manager

FAX NUMBER: 303-985-3133

TELEPHONE NUMBER: 303-989-1835

TOTAL NUMBER OF PAGES SENT (INCLUDING COVER SHEET): 2

MESSAGE: Invoice attached.

**IF YOU DO NOT RECEIVE THE ABOVE NUMBER OF PAGES, PLEASE
CONTACT THE STAFF MEMBER ABOVE**